



Rental Rates and Information



MYRTLE WOLDSON
PERFORMING ARTS CENTER

AT GONZAGA UNIVERSITY

The performing arts venues at the Myrtle Woldson Performing Arts Center (MWPAC) and Gonzaga University Theater and Dance are available for businesses, nonprofit organizations, and educational institutions to rent for gatherings, presentations, and performances.

Myrtle Woldson Center Venues

Fr. Bernard J. Coughlin, S.J. Theater

Proscenium theater with balcony, capacity 680 (753 with additional pit seating): \$2,400 per day (10 hours)

Rate includes:

- audio reinforcement and stage lighting
- four basic stage configurations (see *Equipment and Labor on pg. 4*) to best suit your performance needs
- labor for up to 3 technical staff, 1 house manager, and box office/front-of-house staff
- standard custodial



Martin and Edwidge Woldson Recital Hall

Multi-purpose recital hall and dance studio, capacity 168 performance or 100 seated meal: \$800 per day (10 hours)

Rate includes:

- audio system with up to 4 microphones
- non-theatrical lighting package (white light stage wash)
- performance or dance studio configuration with fully retractable theater seats, A/V equipment, optional mirrors and ballet barres
- labor for 2 technical staff, 1 house manager, and box office/front-of-house staff
- standard custodial

REHEARSAL ONLY RENTAL; \$60/hr. (4 hr. min.)

Does not include use of control booth; rehearsal only rentals may not be open to the public.

DISCOUNTS

Discounts may be available for registered nonprofit organizations, educational institutions, and groups renting the facility for multiple days. Discounts apply only to space rental and equipment fees, and do not include labor costs.

ADDITIONAL SPACES

Access to the MWPAC typically includes most or all of the following: loading dock, corridors, dressing rooms, green room, lobbies, stage, terrace, patios, and audience areas.

All rates are effective July 1, 2026 and are subject to change without notice.

Theatre & Dance Spaces

Magnuson Theatre

East end of College Hall; Seating capacity 218

PERFORMANCE RENTAL; \$135/hr. (4 hr. min.)

Includes:

- stage
- control booth
- performer support (green room & dressing rooms)
- lobby & box office (space only; no staff/equipment)

REHEARSAL RENTAL; \$55/hr. (4 hr. min.)

Does not include use of control booth; rehearsal only rentals may not be open to the public.

DISCOUNTS

Discounts may be available for multi-day rentals.

Theatre and Dance Studio

1108 N. Pearl St.; Room capacity 49

REHEARSAL RENTAL; \$45/hr. (4 hr. min.)

Includes:

- rehearsal studio
- access to sound equipment

ADDITIONAL TERMS AND POLICIES

Rental fees and policies for Theatre and Dance spaces may vary from the Myrtle Woldson Center fees and policies listed in this book. For more information, please contact T&D Production Manager Maria Sorce at sorcem@gonzaga.edu.

ADDITIONAL LABOR AND OVERTIME

Labor is billed hourly and there is a minimum four-hour call. The GU Theatre and Dance Department has sole authority over staffing and wages paid to staff and contract employees. The Theatre and Dance Department may employ student technicians, on-call technicians, or International Alliance of Theatrical Stage Employees (IATSE) stagehands. Labor estimates vary based on position and scheduling needs. Labor costs will be billed on the final invoice.

ADDITIONAL EQUIPMENT FEES

Equipment and service fees are subject to Washington State sales and service tax.

Additional lighting equipment	<i>Estimate</i>
Dance floor	\$350
Upright piano	\$120.00 + tuning fee (market rate)
Stage repaint as needed*	<i>Estimate</i>

**may be waived at the discretion of the Technical Director*

Stock properties and set pieces, as well as consumable goods such as tape, gel, etc., may be available for your use for an additional cost. Please consult with GU staff about your needs before the beginning of the rental period.

Myrtle Woldson Center Equipment

STAGE CONFIGURATIONS

The Myrtle Woldson Center is fully equipped for a variety of event types. The packages below provide examples of the equipment that may be part of your stage setup at no additional cost to you. For a full list of our technical inventory, please contact us at MWPAC@gonzaga.edu. The specific needs of your unique event will be decided in consultation with our production team and final approval of the Center Director and Production Manager.

Should your event require Myrtle Center staff to rent or purchase additional equipment, you will be notified of the charges, and reimbursement will appear on your final invoice.

OTHER CONCERT

- Choral stools or risers
- Steinway piano
- Orchestra shell
- Conductor podium
- Music stands

DANCE/THEATRICAL PERFORMANCE

- Theatrical lighting and follow spots
- Video projector and screen
- Dance floor
- Costume racks

ORCHESTRA/CHORAL CONCERT

- Orchestra shell
- Piano
- Orchestra chairs
- Conductor podium
- Music stands

FILM / SPEAKER:

- Video projector and screen
- Speaker lectern
- Presenter chairs
- Wireless microphones

EXTERNAL EQUIPMENT

Any use of external stage or event equipment including scenic, audio, lighting, special effects, or lobby equipment must be approved by MWPAC staff. Please have these conversations early in the process.

RECEPTIONS AT THE MYRTLE WOLDSON CENTER

As availability permits, the Martin and Edwidge Woldson Recital Hall, as well as the adjoining patio, may be rented for catered receptions. Our reception package offers the basics for a seated meal or cocktail reception for up to 100 guests. Package fee is in addition to the Recital Hall rental fee and is subject to Washington State sales/service tax.

RECEPTION EQUIPMENT - \$250 *(plus sales/service tax)*

Includes:

- Banquet tables (max. 10) and/or cocktail tables (up to 20)
- Banquet chairs (max. 100)
- Rectangular catering tables (up to 6)
- Table linens (black, cream, or navy)

Myrtle Woldson Center Labor

ADDITIONAL SERVICES

Certain services, available upon user request, incur additional fees and are subject to Washington State sales and service tax.

Audio/video recording and/or livestream (stereo)	\$400
Multi-track audio recording (up to 32 channels)	\$550
Piano Tuning	Market rate

ADDITIONAL LABOR AND OVERTIME

Additional labor is billed hourly and there is a minimum four-hour call. The MWPAC management has sole authority over staffing and wages paid to staff and contract employees. The MWPAC may employ student technicians, on-call technicians, or International Alliance of Theatrical Stage Employees (IATSE) stagehands.

Stagehands/additional tech staff	\$20-30 an hour as needed
Additional front-of-house staff	\$20-30 an hour as needed
Union (IATSE) stagehands	\$24-36/hr (<i>subject to change</i>)
Security and Public Safety	<i>Separate quote for service</i>

CAN I PROVIDE MY OWN STAFF?

Your staff or volunteers may assist Myrtle Woldson Center staff in a number of areas but must be approved in advance by Myrtle Woldson Center staff. Center staff has final approval over all staffing decisions, particularly where safety is of concern. Please discuss plans to provide backstage or front-of-house staff or volunteers early in the process.

CAN YOUR STAFF DESIGN MY LIGHTS/SOUND?

Our technical staff are incredibly skilled at running events, and they may be able to assist you in creating basic “looks” for your performance. However, their schedules do not allow them to be full-time designers. They are happy to assist you by recommending professionals in the area who can help you achieve your vision.

VENUE ACCESS

Access to the Myrtle Woldson Center includes the loading dock, corridors, dressing rooms, green room, lobbies, stage, and audience areas. Facilities may be accessed by Renters between 8AM and 11PM. Access for up to ten hours per day are included in your rental agreement. MWPAC staff must be present at all times the venue is accessed by the renter.

General Rental Policies

SPACE REQUEST FORM

Please complete a Rental Request Form to begin your rental process. They can be found on our [website](#). Questions about the request process should be directed to MWPAC@gonzaga.edu.

AVAILABILITY AND WAITING LISTS

We rarely have cancellations, particularly in the Coughlin Theatre, and therefore we do not keep a waiting list. You may check back about availability, but dates are unlikely to open up once the season has begun. Facilities may be in use even if our public calendar does not indicate an event is occurring.

FACILITIES USE AGREEMENT AND DEPOSIT

Events may not be advertised publicly, and tickets will not be issued, until a Facilities Use Agreement (FUA) is executed and the event deposit has been paid. Once the FUA is received, along with proof of insurance, rental deposit, and proof of nonprofit status (as applicable), the rental reservation will be considered confirmed.

INSURANCE

Renters must provide a certificate of insurance coverage with liability coverage of \$1,000,000 per occurrence and \$2,000,000 aggregate. The Corporation of Gonzaga University must be listed as an additionally insured party. If renter does not carry the required insurance, they may purchase Tenant/User Liability Insurance Policy (TULIP) coverage from Gonzaga's insurance broker.

CONCESSIONS

GU's campus catering partner, Sodexo, reserves the right to sell food and beverage concessions, before and at intermissions, at all public performances, and retain 100% of the sales. Renters will not be charged for this service.

CATERING

Sodexo is the vendor of choice for backstage and reception catering, but external catering is allowed upon approval. Caterers must comply with all GU and Spokane County food service policies and regulations. The service of food not prepared in a commercially licensed kitchen, or served by an unlicensed caterer, is not allowed. **Sodexo is the only caterer permitted to serve alcohol at Gonzaga University campus facilities.**

MERCHANDISE SALES

Renters may sell merchandise at their event. Sales tax is the sole responsibility of Renter. No GU staff may assist with the sale of merchandise and no university equipment or technology, including WiFi, may be used for third-party sales. Book sales require special permission from the GU ZagShop, operated by Follett. Raffles, auctions, and fundraisers must comply with all Washington State regulations.

SECURITY AND PUBLIC SAFETY

GU Campus Security and Public Safety will provide security for all events presented at the Myrtle Woldson Center or the Magnuson Theatre. No additional security will be provided unless agreed upon in writing. The MWPAC and GU Theatre and Dance Departments reserve the right to require additional security services from Gonzaga University's security vendor for events at Renter's expense.